



Business Office

Hiring Steps for Hourly Student Employees

____ General Information form (Carey Paul)

____ Salary and Account Information given to Carey Paul

____ Online Orientation <http://www.hr.uga.edu/ori/orient.html>
(Go in on yellow side) This needs to be done on first day.

____ Need to turn in I-9 form on first day of work
<http://www.busfin.uga.edu/forms/i-9.pdf>

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